



**ADMINISTRATIVE AND FISCAL SERVICES MANAGER**  
**\$7,727.00 - \$9,855.00 Monthly**  
**Final Filing Date: June 10, 2014, 5:00 p.m. PST**

The City of Berkeley is seeking a strategic leader to fill the position of Administrative and Fiscal Services Manager. This is an upper-level management classification used in the largest City departments or large divisions within those departments that have well-defined, fully-functioning administrative, fiscal and business service operations staffed by professional and administrative support personnel. Incumbents exercise broad discretion and judgment in the performance of duties and are considered to be fiscal experts with direct responsibility for all budgetary and financial matters within their organization. Other responsibilities may include program planning and evaluation, personnel management and contracts/grants management. Incumbents interact with the City's Budget Office and are integral members of the department's leadership team playing a major role in fiscal and administrative matters.

The Public Works department provides integral services to Berkeley's community every day. The department's mission is to provide quality services to the Berkeley community with pride, courtesy, and commitment.

The Administrative and Fiscal Services Manager position reports directly to the Public Works Director. This position is responsible for managing a \$92 million dollar operating budget and \$11.2 million capital project budget with a staff of 286 FTE, and supervises nine to ten employees. This is a key member of the management team in Public Works responsible for the Department's administrative systems, budget and fiscal oversight, compliance and reporting; and analytical support for routine and special projects in all eight operating divisions within the department. Some of the key responsibilities are:

- Budget development, implementation and oversight for the annual operating and capital budgets
- Fund management
- Fiscal and administrative policy development
- Process improvements
- Contracts administration and grants compliance
- Purchasing, and Payroll and Accounting Services for the department

In addition, this position works with other departments and external City staff to maintain budget management including the development and application of sound policies and procedures. Please note that this position is eligible for advancement to salary step F (\$9,855 per month) of the extended salary range.

The successful candidate will have extensive education and experience in budget management and implementation with effective interpersonal skills including the ability to establish and maintain constructive working relationships with professional staff such as engineers and planners, all levels of management and other collaborators; possesses excellent written and oral communication skills and leadership experience and capabilities as well as able to adapt in a fast-paced, high pressure environment.

We would like to invite you to explore this career opportunity and complete an employment application via our website at [www.ci.berkeley.ca.us/hr](http://www.ci.berkeley.ca.us/hr) no later than Tuesday, June 10, 2014 5:00 p.m. PST.